UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
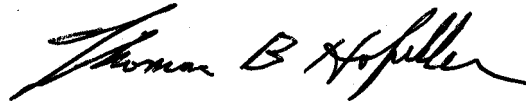Washington, DC 20250

For: All FSA Offices

**ID Link Manager for the Service Center
Information Management System (IDLMS) and eAuthentication**

Approved by: Director, Office of Business and Program Integration

1   Overview

   A Background

   Notice AO-1292 announced the eAuthentication process. This notice provides the IDLMS
   training requirements and responsibilities for Local Registration Authorities (LRA's).

   After going through the identity proofing process with the customer, LRA's activate the
   customer's USDA account with Level 2 access. LRA's must also complete the IDLMS
   process for all current and potential FSA, Rural Development (RD), and Natural Resources
   Conservation Service (NRCS) customers who go through the eAuthentication process.
   Because the IDLMS process was still being developed, IDLMS training was not provided
   with the original LRA training.

   B Purpose

   This notice provides instruction and guidance for the Identity Link Manager for the IDLMS
   process.

   C Contact

   If additional information is needed, FSA State Office employees shall contact their State
   eGov Coordinators. All other employees shall contact either of the following:

   • Ragh Singh at 202-720-7094
   • Deb Johnson at 202-720-0067.

Disposal Date	**Distribution**
January 1, 2005	All FSA Offices; State Offices relay to County Offices

2   IDLMS Process

A   IDLMS Training

A power point presentation explaining the IDLMS process is available at
http://www.eauth.egov.usda.gov/. To access the IDLMS self-paced training power point,
click on the LRA login button located at the upper right side of the web page and scroll down
to the ID Link Manager for the Service Center Information Management System (SCIMS).
Click on the first bullet following the explanation paragraph to view the IDLMS Training
Presentation.

Note: All State eGov Coordinators and LRA's shall take this training.

B   IDLMS Information

IDLMS is a process that must be completed for all existing and potential FSA, RD, and
NRCS customers.

- When a customer visits the FSA Office to be identity proofed so that his or her
  U.S. Department of Agriculture account with Level 2 access can be activated, LRA
  should ask the following question, "Do you plan on working with either the Farm Service
  Agency, Rural Development, or the Natural Resources Conservation Service?". If the
  customer's response is "Yes", then the customer's SCIMS record must be associated to
  the Web Centralized Authentication and Authorization Facilities (WebCAAF) record
  using the IDLMS application.

- LRA's from FSA, NRCS, or RD are authorized to use the IDLMS application to search
  and complete the SCIMS and WebCAAF association. LRA's are not authorized to
  establish the WebCAAF and SCIMS association (IDLMS process) for themselves, or
  their immediate family members and for members of their household.

- If a customer with a USDA WebCAAF account with Level 2 access is not associated
  with the SCIMS database by the IDLMS process, he or she will not able to access all
  FSA electronic services (eServices), such as eLDP.

- A customer with a valid WebCAAF ID shall not be required to make an extra trip to
  complete the IDLMS process. The IDLMS process can be completed in the absence of a
  customer. If additional information is needed, LRA's shall use telephone, FAX, e-mail,
  or postal mail.

- To complete IDLMS process, a customer must be in SCIMS database. If the customer is
  not in the SCIMS database, such as a new customer, or if the information in the SCIMS
  database is incorrect, then that customer must first be added to SCIMS or his or her
  SCIMS record must be updated. LRA's who do not have SCIMS authority should
  contact his or her local SCIMS manager and ask him or her to add the customer name in
  SCIMS database.

2   IDLMS Process (Continued)

   C   IDLMS Application

      After activating the Level 2 access for the customer, follow these steps to access IDLMS at **https://scimslinkmgr.sc.egov.usda.gov**.

Step	Action
1	Access IDLMS at **https://scimslinkmgr.sc.egov.usda.gov.**
2	On the first screen of the website, enter the customer's last name, and click on "Search." A list of all customers matching the last name entered will be provided.
3	Select the IDLMS customer from the list by clicking on his or her name in the "Last Name" column.
4	The eAuthentication profile entered by the customer will be reflected on the left side of the screen. The right side of the screen will be the traditional USDA Service Center Information Management System Customer Search Page. Check the "National Search" box, and select the radio button for "Individual" under the Type selection. Enter the customer's last name, and click on "Search."
5	Select the appropriate customer from the "Common Name" column by clicking on the name. **Notes:** If the SCIMS search does not produce a record to match the IDLMS customer, click the "Add or Update SCIMS" radio button, and complete the SCIMS data input. A SCIMS ID and password is required to add or update a record in SCIMS. The SCIMS ID and password are not the same as the eAuthentication ID and password.
6	The information selected from SCIMS will be presented in the column next to the eAuthentication data entered by the customer. Compare all required data elements. <table><tr><td>**IF the SCIMS data...**</td><td>**THEN...**</td></tr><tr><td>does **not** match</td><td>verify the data, and make necessary corrections to SCIMS.</td></tr><tr><td>meets the minimum required and the data provided by the customer match</td><td>select the "Bind Customer to SCIMS" radio button located in the lower left-hand side of the screen. **Note:** When a successful bind is made to SCIMS, the system automatically sends an e-mail to the customer informing him or her that they have an eForms account that is ready to use with FSA, RD, and NRCS customer applications.</td></tr></table>

      All of the SCIMS interaction, such as bind, add, and update can be completed through the IDLMS interface.

2   IDLMS Process (Continued)

D   Customers to Update in IDLMS

LRA's must:

- go back through their records and complete the IDLMS process for any customers whose USDA accounts were activated to Level 2 access since the implementation of the eAuthentication process on October 21, 2003

- complete the IDLMS process for any customer who completes a user profile, is identity proofed, and wants to do business with FSA, RD, and/or NRCS.